

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, NOVEMBER 3, 2005
8:30 A.M.**

Commissioners Present: Larry Hudkins, Chair
Deb Schorr, Vice Chair
Bernie Heier
Bob Workman
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Kristy Mundt, Deputy County Attorney
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:31 a.m.

AGENDA ITEM

**1 APPROVAL OF THE STAFF MEETING MINUTES OF TUESDAY,
NOVEMBER 1, 2005**

MOTION: Stevens moved and Heier seconded approval of the Staff Meeting minutes dated November 1, 2005. Stevens, Workman, Schorr, Heier and Hudkins voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Financial Discussion of the "K" Street Building Before the City-County Common
- B. Job Audit for Sue Eckley, Workers' Compensation & Risk Management Manager
- C. Water Testing for Acreages
- D. Youth Services Center Director Search

MOTION: Heier moved and Workman seconded approval of the additions to the agenda. Schorr, Heier, Stevens, Workman and Hudkins voted aye. Motion carried.

3 BOARD OF CORRECTIONS - Mike Thurber, Corrections Director

Separate minutes.

- 4 A) COUNTY SPECIAL PERMIT NO. 05047, PRIVATE CABIN AT SOUTHWEST 84TH STREET AND HOLBROOK ROAD; B) COUNTY MISCELLANEOUS NO. 05024, TEXT AMENDMENT TO LAND SUBDIVISION RESOLUTION REGARDING FINAL PLATS AND COMMUNITY UNIT PLANS; AND C) PRELIMINARY PLAT NO. 05012, CONESTOGA LAKE ESTATES, SOUTHWEST 98TH STREET AND WEST PIONEERS BOULEVARD - Mike DeKalb, Planning Department**

A) County Special Permit No. 05047

Mike DeKalb, Planning Department, gave an overview of County Special Permit No. 05047, a request to allow a private recreation cabin (trailer), under the provisions of Article 13.001(10) of the Lancaster County Zoning Resolution, on property at the northwest corner of Southwest 84th Street and Kolbrook Road (Exhibit A). The trailer does not meet code and was installed according to the manufacturers' specifications. Planning Staff and the Planning Commission (on a vote of 8-1) have recommended conditional approval.

Heier asked whether it will count in terms of density.

DeKalb said no, trailers don't count in density.

Heier asked whether the special permit will undergo periodic review.

DeKalb said it will be treated as a permanent special permit and will run with the land as long as the owner meets the conditions of the special permit, which include limiting use to three days a week.

Stevens said he would feel more comfortable limiting the special permit to a five-year term, which would be renewable.

Heier asked whether the owner has to meet sewer and water codes.

DeKalb said it is not required to be hooked up to permanent sewer. The owner has indicated that he is using a well on-site for water and intends to put in a septic system for a permanent hook up.

B) County Miscellaneous No. 05024

Tom Cajka, Planning Department, gave an overview of County Miscellaneous No. 05024, requested by the Planning Director to amend the Lancaster County Land Subdivision Resolution to allow the Planning Director to approve county final plats and allow county community unit plans to be submitted without a preliminary plat. Planning Staff and the Planning Commission have recommended approval.

Kristy Mundt, Deputy County Attorney, noted that subdivision agreements will still come before the County Board.

C) Preliminary Plat No. 05012

DeKalb gave an overview of County Change of Zone No. 05048, County Special Permit No. 05033, and County Preliminary Plat No. 050212, Conestoga Lake Estates, a request for a change of zone from Agriculture (AG) to Agricultural Residential (AGR), a preliminary plat for 15 residential acreage lots and a special permit for dwellings within 1,320' of a public lake on a 62 acre parcel northeast of Southwest 98th Street and West Pioneers Boulevard (Exhibit B). He said there was opposition before the Planning Commission on issues of density, proximity to the public lake, proximity to active agricultural farm land, traffic and impact on water quality and quantity. DeKalb said a groundwater report was included and the owner drilled a test well and had sufficient water. There is a recommendation of conditional approval from Planning Staff and the Planning Commission (on a 6-2 vote).

Heier asked whether the Board could require test wells on all applications.

DeKalb said yes. Water information is not required for a change of zone but is required on a subdivision with a preliminary plat (see Lancaster County Land Subdivision Requirements, Chapter 7, Sec. 7.01, Information on a Preliminary Plat in Exhibit C).

- 5 CANCELLATION OF AGREEMENT WITH ENCARTELE** - Dennis Banks, Youth Services Director; Michelle Schindler, Youth Services Center Deputy Director; Vince Mejer, Purchasing Agent; Kathy Smith, Assistant Purchasing Agent; Kristy Mundt, Deputy County Attorney

Dennis Banks, Youth Services Director, said Encartele, Inc. has not met the terms of its contract to provide phone services and recommended termination of the contract. It was noted that the County has not received the commission payments and late fees totaling \$1,150 have accrued.

Kristy Mundt, Deputy County Attorney, presented a draft letter of termination (Exhibit D).

Discussion followed as to whether to try to re-bid the contract, waive the bidding requirements and declare this a special purchase or to "piggy-back" on Corrections' phone services contract.

The Chair asked Mundt to research the County's options further.

Vince Mejer, Purchasing Agent, said the contract included a \$10,000 performance bond and recommended that the County call the bond.

MOTION: Schorr moved and Stevens seconded to: 1) Direct the County Attorney's Office to schedule the letter of termination on the County Board of Commissioners Meeting agenda; and 2) Direct the County Attorney's Office and Purchasing Department to pursue calling the performance bond. Schorr, Heier, Stevens, Workman and Hudkins voted aye. Motion carried.

6 CONTINUUM CONTRACT RENEWAL - Kristine Brennan, Continuum Director; Pat Kant, Personnel Coordinator

Pat Kant, Personnel Coordinator, explained that the contract with Continuum for the Employee Assistance Program will expire on December 31, 2005 and recommended renewal of the contract for an additional three-year period.

Kristine Brennan, Continuum Director, gave an overview of the program (Exhibit E). She also proposed an addendum to the contract to add Continuum's web-based work/life services (Exhibit F).

The Board requested additional information on the total number of employees served each year and asked Brennan to give a presentation on the program at a Management Team Meeting.

ADDITIONS TO THE AGENDA

D. Youth Services Center Director Search

Kant presented materials related to the director search (Exhibit G).

Schorr asked that the brochure be revised to list the website of the Lincoln Convention & Visitors Bureau (CVB) rather than the Nebraska Tourism Office.

Kant recommended that the Board advertise for the position for a period of one month. She estimated the cost of advertisement in the Lincoln Journal Star Newspaper at \$500 and the Omaha World Herald at \$800 to \$900. She said the cost of advertising on websites for professional associations related to juvenile justice and through the Nebraska Association of County Officials (NACO) will be minimal or at no cost.

Board consensus was to proceed with advertisement of the position, as outlined.

7 PURCHASE OF REAL PROPERTY - Kristy Mundt, Deputy County Attorney

MOTION: Schorr moved and Heier seconded to enter Executive Session at 10:35 to discuss the purchase of real property and litigation. Schorr, Heier, Stevens, Workman and Hudkins voted aye. Motion carried.

MOTION: Heier moved and Stevens seconded to exit Executive Session at 11:00 a.m. Workman, Heier, Stevens and Schorr voted aye. Hudkins was absent from voting. Motion carried.

8 ACTION ITEMS

A. Agenda for Tri-County Meeting

Eagan distributed a draft agenda (Exhibit H).

Hudkins returned to the meeting at 11:02 a.m.

There was general consensus to add discussion of a regional correctional facility and general discussion to the agenda.

B. Paycheck Insert for November 10, 2005 (Safety Newsletter)

MOTION: Stevens moved and Schorr seconded approval. Schorr, Heier, Stevens, Workman and Hudkins voted aye. Motion carried.

C. Microcomputer Requests:

1. C#2005-413, \$259.46 for a Palm Tungsten E PDA for the County Attorney

MOTION: Workman moved and Heier seconded to deny funding through the Microcomputer Fund. Schorr, Heier, Workman, Stevens and Hudkins voted aye. Motion carried.

2. C#2005-417, \$1,770.00 from Weed Control Budget for Upgrade to ArcView 9.1

MOTION: Workman moved and Schorr seconded approval. Workman, Stevens, Schorr, Heier and Hudkins voted aye. Motion carried.

ADDITIONS TO THE AGENDA

- A. Financial Discussion of the "K" Street Building Before the City-County Common

Hudkins requested that a financial presentation on the "K" Street Building by the City and County Financial Officers and the County Property Manager be scheduled on the City-County Common agenda.

- B. Job Audit for Sue Eckley, Workers' Compensation & Risk Management Manager

Eagan distributed a letter from Sue Eckley, Workers' Compensation & Risk Management Manager (Exhibit I) indicating a lack of response from the Personnel Department on the following issues: 1) Creation of a part-time position for her office; and 2) A salary survey review of Eckley's position.

MOTION: Stevens moved and Schorr seconded to ask a representative of the Personnel Department to come to the November 17, 2005 Staff Meeting to address the issues raised in the letter. Schorr, Heier, Workman Stevens and Hudkins voted aye. Motion carried.

- C. Water Testing for Acreages

See Item 4C.

9 ADMINISTRATIVE OFFICER REPORT

- A. Personnel Policy Board Appointment

Eagan will contact Jim Haszard to see whether he is interested in serving another term.

- B. Items for Monthly Meeting with Mayor

No items were suggested.

- C. Meeting with Governor Heineman (November 28, 2005 at 1:30 p.m.)

The Chair and Vice Chair will attend the meeting, with Stevens serving as an alternate.

- D. Priority Issue for Community Consensus Meeting with Chamber of Commerce (November 16, 2005)

Board consensus was to indicate funding of roads and jail expansion as the County's priority issues.

10 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Lincoln-Lancaster County Ecological Advisory Committee (EAC) - Heier

No report.

- B. Lincoln Partnership for Economic Development (LPED) Investors Meeting - Hudkins

Hudkins said there was a presentation on the University of Nebraska at Lincoln (UNL) Entrepreneurship Program.

- C. Joint Budget Committee (JBC) - Workman, Stevens

Stevens said the Ride for Five Low Income Bus Pass Program and the need for medical translation and interpretation were discussed.

- D. Juvenile Justice Review Committee - Heier

Heier stated juvenile justice funding and programs were reviewed. System problems were also discussed.

ADDITIONS TO THE AGENDA

MOTION: Schorr moved and Stevens seconded to add a report on the Arena Task Force to the agenda. Heier, Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

Schorr said the task force is ready to move to the second phase of the study which will focus on financial strategy.

11 ADJOURNMENT

MOTION: Schorr moved and Stevens seconded to adjourn the meeting at 11:38 a.m. Heier, Schorr, Stevens, Workman and Hudkins voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk